

# HADLOW DOWN COMMUNITY CENTRE

Minutes of Committee Meeting on Friday, 2<sup>nd</sup> August 2019 at 'Ailsa' Waghorns Lane 7.30 pm

**PRESENT:** Bob Lake, Janet Tourell, John Thompson, Fiona Shafer, Nigel Harrison, Rachel Lewis,

**1. APOLOGIES:** None

**2. MINUTES OF MEETING HELD ON 15<sup>TH</sup> FEBRUARY:** Signed as a true and accurate record

BL reviewed the minutes: Item 5[a] – Drainage from the playing field site. BL said that as a result of concerns raised by East Sussex County Council about the outflow of water from the playing field, Monson Engineering had to carry out additional work at a further cost of £604. Since ensuring that the top end of the culvert is unblocked, we have not had any further water running across the School Lane.

Items [b] and [c] – Leaflet and distribution explaining the planning consultation. BL said that this had been a great success and contrary to what some people had anticipated, there had been a great response to Wealden Planning Department's public consultation online (over 60 submissions) and there were no objections.

Item 6 – The AGM. The Committee agreed that it was a successful AGM. JThom said that the accounts had been sorted out with the Charity Commission and had been filed online and he would check when the next return is due. BL said that Peter Haining (Accountant) had examined for the past two years at no charge and had written to PH on behalf of HDCC to thank him.

**3. MATTERS ARISING:** None

## **4. TREASURER'S REPORT:**

JThom reported that the total balance in the account was £10243.69; expenditure since 1.1.19 was £3015.50 and Income £1532.75. In addition to the payment to Monson Engineering, there was a payment of £1560 to RF Environmental (Noise Survey)

He reported that the Lottery income had increased [*See report later in meeting*]

[*Sarah Prall joined the meeting at 7.55 pm*]

JThom and BL reported that Bill Hunter, a resident of Hadlow Down, when he'd heard about the successful planning application, had donated £1000 to the project. BL has thanked him on behalf of the Committee for his continuing support.

The question of gift aid on donations was discussed.

**ACTION:** RL to investigate and report back.

With reference to the purchase of the large poster currently attached to the end of the playing field pavilion and on display for the Summer Fayre – BL pronounced it as 'brilliant'. Other members of the Committee agreed that it had been a hugely successful move and that many people who came to the Fayre had remarked upon it and wanted to know more.

The question of separate accounts (cost centre headings) for the various aspects of the building project was discussed by the Committee – RL referred to 'restricted' and 'unrestricted' funds and it was agreed by all that there was a need to re-organise accounts.

The question of how decisions are made for small and large amounts of expenditure was raised. It was agreed that the decision about small amounts should be straightforward and members would be notified by email. However, for amounts over £1000, the trustees should agree or there should be a meeting of all the Committee. This was agreed by all.

## 5. RE-INTRODUCTION OF SUB-GROUPS:

It was agreed that more people were needed to join the project but the problem in Hadlow Down, as with many villages, is that there are too few volunteers to go around; a relatively small number of people serving are on several committees.

The structure of the sub-groups was discussed:

**i) Build and Design group** - BL said that Mike Barber was putting together a list of what will have to be carried out next e.g. cost of engaging a Quantity Survey to establish the build cost (this will have to be done before we attempt to apply for any funding). Nigel Harrison, Rob Prall, Bob Lake and Dan Morrish had all indicated an interest in being involved. JT suggested asking Glen Allen if he'd be interested as well. Peter Slender (SWP Ltd – consulting engineers) – a friend of BL has offered to put together a specification for aspects of heating, lighting and ventilation at no cost.

**ii) Fund-raising group** - Local Fundraising – the committee discussed this at length. It is a difficult subject because the HDCC committee doesn't want other organisations in the village to feel that they are competing for money. As many of these organisations are ultimately going to benefit from a new centre, SP suggested getting the chairs of the village committees/clubs etc together to discuss the future plans and how they might assist with fund-raising. This was thought to be a good idea.

**ACTION: SP to contact Annette Stow (St Mark's headteacher) to persuade the school to be involved particularly with regard to its possible use of the new building.**

**ACTION: SP and Lally Drake to contact the Friends of St Mark's to try and get them involved .**

**ACTION: RL suggested that SP go to the next School Governors meeting - NH suggested showing them the Plans**

**ACTION: BL thought that a 'Village Organisations' social event should be organised.**

Suggested members of a fund-raising group: Glenys Lake, Tracey Boorman, Vicky Richards and Sarah Allen

Recognising that a significant amount of funds hopefully will come from outside the parish, we may have to consider staging an additional fund-raising event at venues such as the East Sussex National Golf Club for a dinner/auction.

FS mentioned seeing a 'Cheese Festival' as a fund-raising event - **ACTION: FS to investigate.**

Other suggestions: BL – 'Calendar Boys'. JT – asked if a large local company e.g. Coppards could be approached for donations. JThom – suggested asking for commitments from local firms?

**iii) Public Relations and Marketing** – It was agreed that social media would be very important - Sarah Prall and Lally Drake to oversee this.

**iv) Business planning and Legal:** - The revision of the current Business Plan is critical to not only the application process and fund-raising but also to demonstrate to local people the financial viability of the new building. Of course, some aspects such as the capital cost can only be determined once the work of the QS is completed plus further work from Mike Barber. SP advised that Mandy Chapman would be willing to help with this.

As experienced by the HDPFA trustees and the Deed of Variation with the drainage project, land ownership, leases etc can be both complex and expensive to deal with. Clearly the Committee will require a professional input with this. Possible people in the sub group – Rob Prall, Peter Haining (Accountant).

**ACTION: FS will ask a friend, Richard Buckland (Solicitor) if he would be interested in advising.**

**ACTION: RL will look into Uckfield solicitors who might be helpful.**

It was decided that the sub-groups should arrange their respective meetings and report back to the main Committee. It was suggested that members of this Committee should each be assigned to a sub-group and report back.

## **6. RECRUITMENT OF NEW TRUSTEES AND COMMITTEE MEMBERS**

It was agreed that 'feelers' should be put out in the village for help

**ACTION:** SP and BL to produce a 'village' leaflet setting out what needs to be done and asking people to lend their expertise to the project – this would be distributed by members of the Committee to every parish household.

## **7. FUND-RAISING THROUGH GRANTS ETC:**

BL asked RL to assist with the fund-raising. FS said that she has a friend of a friend who does this kind of work.

**ACTION:** BL and RL to meet 'Pete'

RL mentioned the Reaching Communities and Partnerships Fund as a possible exploration with Buxted being as they had given up with their hall project; this might open up some new possibilities. Clearly this would widen our user profile and increase usage but we need to be mindful of the fact that first and foremost, this will be a Hadlow Down facility and there might be some unease about this. However, it wouldn't hurt to have some initial discussions with several key people within the Buxted community.

**ACTION: RL & BL to draw up a potential short-list and arrange an informal meeting.**

NH asked how the Committee envisaged the funding-raising would work – in phases i.e. building a bit at a time or raising the full amount and then building. BL said that he thought the phasing idea wouldn't work simply because each time that a phase is completed, you have to start again with fund-raising as retrospective funding cannot be included. However RL said that some funders require for work to be completed in a specific period of time as part of their agreement.

SP asked if the PLB had been considered. It was agreed that it was something to discuss with the Parish Council but only in the future as villagers might be concerned about the possibility of the precept being suddenly increased.

JThom asked if the sale of the old hall would be taken into consideration. BL said that at the moment it was probably best to ignore this possibility and not to rely on it as a possible capital receipt towards the construction of the new hall - hopefully it won't be needed. However, some form of revenue support would be helpful. As the land-owner, it is entirely something for the Parish Council to consider and as we all appreciate the future of the old hall will be put to the village at a public meeting and a vote taken.

## **8. PROJECT MANAGER:**

It was agreed by the committee that a Project Manager/Project Co-ordinator would be required and RL said that she thought it should be for specific requirements at that time. She said that an 'Awards For All' grant could be applied for with the work being carried out during a minimum of 4 months or a maximum of 16 sixteen months. RL said that she would like an idea of what the person would be required to do and could the whole Committee give this some consideration.

**ACTION:** RL to email the Committee with ideas and examples of what such a post might deliver.

BL said he felt that this should be done by the end of August in order for RL to apply for the grant.

**ACTION:** All Committee members to respond to RL by the end of August

## **9. HDCC LOTTERY:**

JT reported that numbers registered in May 2019 were 144, the amount in the fund was £1728.

She said that there were approximately 10 to 20 who hadn't renewed their numbers and she was contacting them. There was a need to increase subscriptions and she would be emailing previous subscribers to tell them that we had now received planning permission and maybe they would like to join the Lottery again!

She has recently put something in the Parish Magazine but people need to be constantly reminded and we have to go on Facebook.

**ACTION:** JT to send SP details of the Lottery to put on Facebook.

There was a brief discussion about the distribution of the prize money and it was decided to leave it as it is for now.

**DATE OF NEXT MEETING:** 20 September 2019 at Gill Hope Farm, Wilderness Lane, 7.30 pm

**Meeting ended: 9.30 pm**